



Master Checklist

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The following checklist is a suggestion of major activities and events for your chapter to be involved with this year.

- Obtain Chapter Charter Information
- Organize First Chapter Meeting for the School Year
- Submit [Advisor Participation Form](#) to unlock the Affiliation System for your chapter
- Set Up Regular Chapter Meeting Times
- Read the Fall Leadership Rally Conference Guide for information on promoting, deadlines, registering for and attending the Fall Leadership Rally
- Read the Fall Leadership Conference Guide for information on promoting, deadlines, registering for and attending the Fall Leadership Conference
- Read the State Qualification Testing Conference Guide for information on promoting, deadlines, registering for and participating in State Qualification Testing
- Read the State Leadership Conference Guide for information on promoting, deadlines, registering for and attending the State Leadership Conference
- Elect 2018-2019 Chapter Officers
- Hold End-of-the-Year Banquet for Chapter and Install New Officers
- Read the International Leadership Conference Guide for information on promoting, deadlines, registering for and attending the International Leadership Conference
- Read the Advisor Success Day Conference Guide for information on promoting, deadlines, registering for and attending Advisor Success Day
- Read the Officer JumpStart Conference Guide for information on promoting, deadlines, registering for and attending Officer JumpStart
- Attend Officer JumpStart with Chapter Officers to Create 2018-2019 Program of Work